

SCHOLARSHIP GUIDELINES & APPLICATION FORM

All information received will be held in strict confidence.

APPLICATION DEADLINE

- Mail completed application postmarked no later than **deadline**.
The Kitch Foundation, 725 Glencove Avenue, Glen Head, NY11545.

ELIGIBILITY REQUIREMENTS

- Scholarships must be used for programs at four-year colleges and universities.
- All applicants are required to include a transcript of all course work through the last completed period, including current GPA.

SELECTION and SCORING

Scholarships are awarded on the basis of merit and application content. Neatness, grammar, spelling and completion of the application in its entirety are important and will be considered.

Points are awarded as follows:

Part I: Academic Achievement...1-25 points

Part II: Essay.....1-25 points

Part III: Activities/Experiences...1-25 points

Part IV: Recommendations.....1-25 points

**QUESTIONS? Contact Dr. Gabrielle Platz, Ph.D., Committee Chair,
gplatz@thekitchfoundation.org**

APPLICATION PROCEDURES CHECK LIST

- Read through the entire Scholarship Guidelines & Application information packet.
- Complete the Cover Page.
- Complete the Data Sheet.
- Complete Part I- College Students/Adults. If you are a college student or person returning to college attach transcript, GPA.
- Complete Part II. – Essay
- Complete Part III. - Activities /Experiences
- Complete Part IV- Recommendations. To be completed by three people, who are not family members,
- The application can be typewritten or completed online, but it **must be printed out, signed and mailed to The Kitch Foundation**. Application can be downloaded at www.thekitchfoundation.org.

THE KITCH FOUNDATION CONFLICT OF INTEREST STATEMENT

The Kitch Foundation does not discriminate on the basis of gender, race, economic status, ethnic background, sexual orientation, age, physical ability, or cultural and religious backgrounds.

The Kitch Foundation's scholarship selection process is designed to avoid instances where potential conflicts of interests may arise or situations where undue influence could be employed for the advantage of any applicant. All scholarship applications are screened and reviewed by a panel of volunteers who verify that they do not have any possible Conflict of Interest with the applicant pool. Applications are scored on four elements: completeness of the application, grade point average, the written essay, and letters of recommendation. The members of the Scholarship Review Committee remain anonymous for the purpose of insulating them from any influences from the applicant, the applicant's family or friends, or the community. Each member of the committee reviews the applications separately, and not in a group. The results of the review process are not shared with the board until all applications have been reviewed. The Kitch Foundation Scholarship Chair makes the initial assignment of applicants to available scholarships based upon ratings received from the Scholarship Committee and the specific scholarship requirements. The Scholarship Chair then presents their recommendation to the board for vote of approval. The recommendations are presented by assigned designator (number) rather than by applicant name to further protect the selection process. Any board member who may have a potential conflict of interest with any applicant is required to announce that conflict of interest and excuse themselves from the discussion and vote. Each applicant is notified in writing whether they will or will not be awarded a scholarship. The Scholarship Chair is available for questions on the status of an application.

APPLICATION FORM – Cover Page
All Applicants Must Complete

Name: _____
Full Address: _____
Home Phone: _____
Cell Phone: _____
E-Mail Address: _____

Terms of Agreement:

The Kitch Foundation fully reserves the right to cancel scholarships for any reason, including lack of funding or lack of applicants deemed sufficiently qualified by The Kitch Foundation; the right to reduce the amount of scholarships; the right to add new scholarships and award them to persons who applied for other scholarships; and otherwise reserves the right to make any modifications, cancellations, revisions, or additions to its published scholarship program as it deems advisable, in its sole discretion. The Kitch Foundation is not bound to any particular scholarship for any particular purpose until it actually awards that scholarship in writing sent to the recipient.

I certify that I have read the above paragraph and that the information presented in this application is true.

Signature _____ Date _____

Printed Name _____

APPLICATION FORM – Data Sheet
All Applicants Must Complete

List the educational institution(s) you have attended

List your major and/or proposed field of study.

Other than Financial Aid, have you been awarded any financial/scholarship award for the upcoming academic year? If yes, list them below and list the dollar amount of each award.

What is your current cumulative GPA?

How many college credits have you earned to date?

When is your expected graduation month and year?

**APPLICATION FORM — Part I:
COLLEGE STUDENTS/ADULTS**
All Applicants Must Complete

Note: Only fill out the portion of Part I that applies to you.

PART I – CURRENTLY ENROLLED COLLEGE STUDENTS

1. Are you currently attending college?

Yes No

2. List the educational institution(s) you are and have attended.

3. List degrees or certificates you have earned or are working towards.

4. Attach college transcript(s), including GPA.

PART I – ADULTS RETURNING TO COLLEGE

1. Are you an adult returning to school? _____

2. Have you completed any post high school education? _____

If “yes”, where and when. **Please, attach transcripts**

3. List the educational institution(s) where you have applied and been accepted. **Please, attach a copy of your acceptance letter.**

APPLICATION FORM — Part II
All Applicants Must Complete

Personal Essay

Please, write and attach a typewritten personal statement essay of 250 word minimum to 500 words maximum. An excellent personal statement will distinguish you from the other candidates with similar academic qualifications. This personal statement should include your accomplishments and personal attributes that make you a unique individual with leadership capabilities. Do not write a summary of your resume or transcripts, but instead utilize this opportunity to expand upon what is special about you, your life experiences and your goals. We want you to write on a personal aspect of yourself - offering us an insight about you that we would not otherwise learn through any other part of this application.

Please note, the subject you select and how well you communicate your ideas should demonstrate the depth of your maturity.

APPLICATION FORM ---Part III:

All Applicants Must Complete

(If you are currently a college student, we are looking for what you are doing now and not what you did in high school.) Please, use as much space as needed for each question

Describe your activities: sports, clubs, band, shop, school paper, or anyother. _____

List hobbies and other personal interests.

Tell us about any paid employment or volunteer work.

APPLICATION FROM --- Part IV RECOMMENDATIONS
All Applicants- three letters of recommendation are required.

Make copies of the attached **Confidential Letter of Recommendation** and distribute it to three individuals who consider you deserving of a scholarship. Choose a variety of people who are currently in your life, your employers and your educators. It is your responsibility to confirm that these required letters are mailed. It is best if you provide these individuals with a pre-addressed, pre-paid return envelope.

Sealed Letters of Recommendations can be included in application packet or can be mailed directly to:

The Kitch Foundation
725 Glencove Avenue
Glen Head, NY 11545

Must be postmarked by deadline

Note: Do not use family members.

List the names, email addresses and phone numbers of the three individuals you have chosen to write a letter of recommendation

1. _____

2. _____

3. _____

CONFIDENTIAL LETTER OF RECOMMENDATION

Name of Scholarship Applicant _____

This student is applying for a scholarship from The Kitch Foundation. Your evaluation and comments about this applicant will be helpful in the selection process. This recommendation will be held confidential.

Note: Below is a list of attributes we particularly hold in high regard. Please, comment on as many of them as possible in your recommendation letter.

- Intellectual Ability
- Extracurricular
- Accomplishment
- Ethics
- Relationship with Peers
- Creativity
- Independence/Initiative
- Potential for Growth
- Judgment & Maturity

The length of time you have known this applicant _____

Your relationship to this applicant _____

Telephone Number _____

Email Address _____

Print Name _____

Signature _____

Mail to The Kitch Foundation or return to student in *sealed envelope*.

THE KITCH FOUNDATION

725 Glencove Avenue, Glen Head, NY 11545

SCHOLARSHIP CHAIR- Dr. Gabrielle Platz Ph.D.: (646) 825-0848